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30 January 1959

MEMORANDUM FOR: Chief, Administrative Staff, ORR

SUBJECT : 1958 Briefing Paper

REFERENCE : Your Request for Data

1. Attached are data for current information in Tab A, "1958 Plaudits" and Attachment B, Time Distribution Summary, Tables 1 and 2 for the St/C portion of the 1958 Briefing Paper, prepared in response to paragraph 3 of your request.

2. Tab A, "1958 Plaudits" includes (a) extracts from letters and memoranda presented on sheets, together with the supporting correspondence and the other commendation material available, but not considered appropriate for the briefing paper. It is requested that all of these file copies be returned to St/C after they have served your purpose.

3. Attached Table 1 compares the planned distribution of ERA man-hours by Geographic Area with the actual man-hours expended during the first half of Fiscal Year 1959. Table 2 compares the first half of 1958 on the basis of man-hours applied to project research, consultation, and support of other CIA components and to other agencies.

4. Attached also is the "Statistical Summary of ORR Production and Coordinated EIC Reports and Surveys, 1 January-31 December 1958." Table 1 consists of reports completed during 1958. It should be noted that the figures for CIA/RR's, IM's, and RA's do not check with the figures furnished by the Economic Area. This is due to the differing definitions of "completed." The ERA has used a publication date as the completion date, while St/C has used a dissemination date as the completion date. Since the dissemination date was used as the

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completion date in the preparation of last year's tables it is recommended that the same basis for the preparation be used this year. Table 2 shows the number of maps and charts completed; Table 3 shows projects in progress; and Table 4 shows maps and charts in progress. These figures have all been coordinated with the respective component.

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Acting Chief, Control Staff  
Office of Research and Reports

**Attachments**

Distribution:

- O & 1 - Addressee
- 1 - St/PR
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